COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Dear Councillors

You are hereby respectfully summoned to attend the Staffing Committee meeting of Collingham with Linton Parish Council on Thursday 19 November 2026 at 11.30am in the Collingham Memorial Hall, where the following business will be transacted.

Becky Crabtree
Clerk
13.11.2026

Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.

Agenda

1. **Introduction from the Chair**

2. **Public Participation**
   To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. The period of public participation shall not exceed 15 minutes unless directed by the Chairman. A member of the public shall not speak for more than 5 minutes. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

3. **To receive any apologies for absence and to consider the approval of reasons for absence given by councillors**

4. **Declaration of Interests**
   a) To receive, consider and decide upon any applications for dispensation
   b) To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

5. **To confirm that the minutes of the Staffing Committee meeting held on 25 August 2026 are a true and accurate record**

6. **To consider the following council business and organisational matters and agree any necessary action:**
   a) To review the Council's Business Continuity Plan and consider the staffing-related provisions, including arrangements for continuity of essential Council functions in the event of the Clerk's absence or unavailability.
   b) To consider arrangements for appropriate cover, access to essential records and information, and the delegation of key administrative and financial responsibilities to ensure business continuity.
   c) To consider and agree the following policies and make a recommendation to Full Council:
      - Appraisal Policy
      - Health and Safety Policy
      - Pension Policy

7. **Confidential session**
   To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at item 8 being prejudicial to the public interest

8. **Staffing Matters**
   a) To review the previously agreed objectives and key performance indicators (KPIs) for the Clerk, assess progress to date, and agree any updates or amendments required
   b) To review and agree the Clerk's regular working pattern and hours of availability
   c) To agree arrangements for communicating the Clerk's working days and availability to councillors, to assist with the planning and coordination of Council business.

9. **To notify the clerk of matters for inclusion on the agenda of the next meeting**

10. **To confirm the date of the next ordinary council meeting**